

Notice of Funding Opportunity

Announcement Type: New Announcement

Public Opportunity Title: Academy for Women Entrepreneurs - AWE

Catalog of Federal Domestic

Assistance (CFDA) Number: 19.040

Funding Amount: One award of up to US\$122,000.00

Issuance Date: August 17, 2020

Deadline for Receipt of Questions: August 31, 2020 – All questions will be answered on an online platform o/a September 3, 2020 (Please make sure to submit your questions NLT 5:00 PM Eastern Standard Time on August 31, 2020, so that the Grants Committee can be prepared to answer them accordingly).

Closing Date and Time for

Submission of Applications: September 18, 2020 (11:59 PM Eastern Standard Time)

Funding Activity Category: Empowering Women through Entrepreneurship; Social Inclusion

Program Type: U.S. Embassy Brasília, Brazil

Grant Program: Mission Brazil Women's Empowerment and Entrepreneurship

Assistance Type: Grant

Eligibility Category: U.S. or overseas-based Non-profit/non-governmental organizations (NGOs) having a 501©(3) status with the IRS), Educational Institutions, and other qualified organizations

Est. Project Start Date: First week of November 2020

Est. Project End Date: End of February 2020

Fiscal Year: FY2020

Award Ceiling: US\$122,000.00

Award Floor: US\$110,000.00

Cost Sharing Requirement: Encouraged to consider cost sharing possibilities in order to increase community and stakeholder engagement in the project; however, cost sharing will not be a deciding factor

EXECUTIVE SUMMARY

The U.S. Diplomatic Mission in Brazil announces a notification of funding opportunity (NOFO) to support the implementation of State Department's **Academy for Women Entrepreneurs (AWE)**, a program to teach women around the world to become successful entrepreneurs. Should funds become available, one award is anticipated as a result of this NOFO, and the preliminary start date for the AWE in Brazil would be the beginning of November 2020. However, should both parties consider the results of this program to be positive – and, again, subject to availability of funds – we may agree to renew this NOFO for up to three additional years.

We are seeking for proposals for the implementation of a four-month online program for 90 women entrepreneurs in Brazil - 30 in the Federal District, as well as 30 each in the cities of Rio de Janeiro and São Paulo. State Department's Bureau of Educational and Cultural Affairs will provide the majority of the program content, as well as training for the AWE facilitators and implementers, and the implementing organization will be responsible for customizing the program components and developing enrichment activities to fit the practical realities of the Brazil.

The U.S. Embassy and Consulates in Brazil reserve the right to fund any or none of the applications submitted and will determine the resulting level of funding for the award. The authority for this NOFO is found in the Fulbright Hays Act, as amended.

Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of project sought and the application submission requirements and evaluation process.

For further information, please contact:

- Brazil Grants Committee
- U.S. Mission in Brazil
- E-mail: brazilgrants@state.gov

NOTICE OF FUNDING OPPORTUNITY

The United States Department of State's Diplomatic Mission in Brazil is seeking applications from qualified Non-Governmental Organizations (NGOs), Educational Institutions, and other qualified organizations for a Grant to implement the program entitled '*Academy for Women Entrepreneurs*'. The authority for this Request for Application (NOFO) is found in the Fulbright Hays Act, as amended.

Pursuant to 2 CFR 200.400g, it is U.S. Department of State policy not to award profit under assistance instruments. All reasonable, allocable, and allowable expenses, however, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (2 CFR 200) for U.S. and overseas-based non-profit organizations and universities may be paid under the cooperative agreement. NOTE: overseas-based nonprofit organizations are legally required to comply with the 2 CFR 200.

Subject to the availability of funds, the U.S. Mission in Brazil, intends to issue an award in an amount not to exceed US\$122,000 in total funding. The U.S. Dollar amount will be funded from the U.S. Diplomatic Mission in Brazil's allocated funds, for a project period not to exceed one year. The anticipated start date for this activity is the beginning of November 2020. One award is anticipated as a result of this NOFO. The Embassy reserves the right to fund any or none of the applications submitted and will determine the resulting level of funding for the award. Also, should both parties consider the results of this exchange to be positive – and also subject to availability of funds – we may agree to renew this NOFO for up to three additional years.

Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of project sought and the application submission requirements and evaluation process.

To be eligible for the award, the applicant must submit all required information in its application through grants.gov, including the requirements found in any attachments to this grants.gov opportunity. This NOFO consists of this cover letter plus the following Sections:

1. Section I – Funding Opportunity Description
2. Section II – Award Information
3. Section III – Eligibility information
4. Section IV – Application and Submission Instructions
5. Section V – Application and Review Information
6. Section VI – Agency Contacts

This funding opportunity is posted on www.grants.gov and may be amended. See Section IV for further details. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this NOFO. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. If you have

difficulty registering on www.grants.gov or accessing the NOFO, please contact the grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

It is the responsibility of the recipient of this NOFO document to ensure that it has been received from Grants.gov in its entirety. The U.S. Embassy in Brasília, Brazil, bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

Any questions concerning this NOFO should be submitted in writing to Grants Brazil Committee via email at brazilgrants@state.gov. The deadline for submission of questions for this NOFO is August 31, 2020, 5:00 PM Brasília local time. Responses to questions will be answered via an online platform o/a September 3, 2020 – exact date and time to be confirmed on a later date.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant grant agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal procedures from the U.S. Embassy Brasília, Brazil. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Sincerely,

Joseph Jacanin, Country Public Affairs Officer

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

BACKGROUND

The White House-led Women’s Global Development and Prosperity (W-GDP) initiative is designed to empower women worldwide to fulfill their economic potential and, in doing so, create conditions for increased stability, security, and prosperity for all. The target is to reach 50 million women by 2025 by promoting an enabling environment that reduces barriers and facilitates women’s participation in the economy.

In support, State Department’s Bureau of Educational and Cultural Affairs (ECA) launched the Academy for Women Entrepreneurs (AWE), a program to teach women around the world to become successful entrepreneurs. AWE is an educational opportunity for prospective women entrepreneurs and early-stage business owners that uses an online entrepreneurship course at its core. Participants gather “in-person” (synchronous format) to view course modules or to discuss after reviewing individually online. By creating an educational cohort and reinforcing peer-to-peer learning, course completion rates increase significantly from on-line only learning. Facilitators, chosen from alumni, business leaders, or other qualified professionals, will lead the discussions and help to localize the principles taught. Additional sessions should address country-specific topics or develop other skills useful to entrepreneurs.

The U.S. Diplomatic Mission in Brazil will pilot this virtual version of AWE in three cities (Brasília, Rio de Janeiro, and São Paulo) to help 90 women expand and grow their businesses. For that, we are seeking a reliable implementing organization that works with training and/or entrepreneurship, and which has a national scope in Brazil. We are not opposed to a U.S. organization who works with a Brazilian partner or a Brazilian organization that can organize a virtual program of this scope. The implementing partner will be expected to support AWE from development through graduation and beyond. The training program will be done in 10 facilitated sessions using the Portuguese version of the *10,000 Women* curriculum on Coursera. ECA will provide the training for AWE implementers and program facilitators. The implementing organization will be responsible for customizing all of the program components and developing enrichment activities to fit the practical realities of the country.

PROJECT PURPOSE

To promote women’s economic empowerment through entrepreneurship and innovation. This project will help women grow their businesses with training, tools, networks, and resources they need to become more competitive and fulfill their economic potential and, in doing so, create conditions for increased stability, security, and prosperity in their communities.

PROJECT GOALS AND OBJECTIVES

By implementing this pilot version of the AWE in Brazil, we aim at providing resources for women to engage in U.S.-style online education with guided facilitation, enrichment

activities, and localization from ECA alumni, Brazilian women business leaders, or other local partners. We also aim at fostering networks that support participants' access to peer-to-peer mentorship, business partners, and scaling opportunities with businesses in the region and in the United States.

IMPLEMENTATION MECHANISM

U.S. Embassy Brasília-Brazil intends to implement the project through a grant. The organization should follow the structure below for the implementation of the program:

- Sessions should start at the beginning of November 2020 and finish by the end of February 2021.
- All sessions will be online.
- All sessions coordinated by the implementing organization should be held in Portuguese.
- Enrichment activities will be organized by the implementing partner and should include but not be limited to a variety of the following: speed mentoring, influencer talks, pitch competitions, conferences/forums, speakers, virtual trade shows.

PROJECT DESCRIPTION

The project is comprised of the following objectives and corresponding activities:

Design and Planning

- Work with U.S. Embassy Brasília, the U.S. Consulate General in Rio de Janeiro, and the U.S. Consulate General in São Paulo to create the schedule for facilitated sessions that follow along with the *10,000 Women* curriculum available on Coursera
- Plan and schedule enrichment activities: examples include speakers and outside presenters, virtual trade show, speed mentoring, and pitch competition.
- Determine the online platform to be used (e.g. Zoom, WebEx, Teams, other)
- Procurement of any needed tech equipment
- Procurement of supplies and materials needed for the courses
- Procurement of program promotional materials (t-shirt, bag, notebook, pen, etc.)
- Plan for purchase/delivery of Chromebooks
- Plan for coverage/reimbursement of high-speed internet connection throughout the program
- Plan tech tutorials and online tech support for participants

Promotion

- With USG, determine target audience, and design online promotional materials and campaign to reach target audience.
- Work with Embassy on a press release announcing launch and deadline for applications

Selection

- Design and conduct a fair and transparent selection process that keeps representatives of the Embassy and Consulates informed during the preliminary selection phases and includes their participation in the final selection phase.
 - Participant Profile: Business owners with two to five employees; 25 year or older; with intermediate computer skills; who have a computer and internet access; who have a minimum of five hours a week to devote to training; from diverse backgrounds; 30 each from the cities of Brasília, São Paulo, and Rio de Janeiro.
- Diversity and social inclusion should be encouraged throughout the process.

Program Design

- Create a schedule and plan facilitated sessions to cover the 10 courses that make up the *10,000 Women* curriculum.
- Include an opening and a closing session as well as a pre-session on tech/digital literacy (NOTE: The U.S. Diplomatic Mission in Brazil will assist in the promotion of the launch and participate in the opening and closing sessions)
- Organize enrichment activities: examples include speed mentoring, influencer talks, pitch competitions, conferences/forums, speakers, virtual trade shows.
- Plan to provide ongoing tech support/trouble shooting for participants.
- Plan coordination sessions with facilitators to ensure that they are working together and coordinating their sessions with the other facilitators (NOTE: The U.S. Diplomatic Mission in Brazil will select the program facilitators).
- Plan a session to train and set expectations for the 18 mentors (NOTE: The U.S. Diplomatic Mission in Brazil will select the program mentors).
- Create linkages for the participants to related organizations and people, like chambers of commerce, U.S. companies, and Brazilian 10,000 Women alumni.

Monitoring and Evaluation

- Implement both pre and post program surveys (designed by ECA) for participants, facilitators, and mentors.
- Provide for weekly check ins with participants.
- Provide for monthly coordination sessions with facilitators.
- Provide for monthly coordination sessions with mentors for reporting on participants' development – or any issues that require mitigation.
- Provide a written report on outputs and outcomes of the program.

CROSS-CUTTING AND ADDITIONAL ACTIVITIES

1. Community Involvement

Whenever possible find ways to include community involvement.

2. Utilize Local Resources and Expertise

Whenever possible find ways to utilize local resources and expertise.

3. Program Expansion

In the event of a successful project – and also subject to availability of funds and/or appropriate travel conditions – U.S. Diplomatic Mission in Brazil will consider the option of renewing this NOFO for up to three additional years. Applicants may include in their proposal a brief section outlining how additional funds could potentially be used to expand work into further activities in future years. Applicants are strongly encouraged to demonstrate how their project might leverage funding through other organizations.

DESIRED RESULTS AND ILLUSTRATIVE INDICATORS

Upon conclusion of their participation in this intensive four-month AWE virtual programming, these 90 Brazilian women should have improved their entrepreneurial and leadership skills and be able to grow their businesses. Some of the desired results with this opportunity are:

- To improve participants' entrepreneurial and leadership skills;
- To foster the creation of a collaborative network among the participating women;
- To help participating women develop skills and resources to scaling up and grow their businesses.

The recipient will develop a project-level Performance Monitoring plan (PMP) and evaluation with annual and end-of-project targets and results anticipated for key performance indicators. The following table shows indicators that will be measured, as well as illustrative targets, upon which the recipient will be responsible for monitoring and reporting during and after the project. In addition, U.S. Diplomatic Mission in Brazil will regularly monitor the project's performance to assess whether project activities are on track and targets are being achieved.

Sample of outcome indicators for the project are provided below. The recipient is expected to identify targets for these indicators based on what it can reasonably achieve within the performance period of the project, and based on the expected overall project results described above.

<i>Example Outcome Indicators</i>	<i>Illustrative targets:</i>
Participants have improved Entrepreneurship and Leadership Skills	TBD
Fostered the creation of a collaborative network among participants	TBD
Increased skills and knowledge of resources to help participants grow their businesses	TBD

Output indicators and illustrative targets for the project are provided below. The recipient should review these and either confirm the illustrative targets or propose alternative targets, as appropriate.

<i>Example Output Indicators</i>	<i>Illustrative targets:</i>
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Pre- and post program survey, and the number of skills development sessions	TBD
Number of group interactions during and after the program	TBD
Number of business plans developed during the program and the number of participants who moved forward with them within six-month to a year period.	TBD

The recipient may propose different and/or additional outputs, indicators, and/or targets as appropriate. The recipient will be required to collect baseline data for all the PMP indicators during the first year of the project. In addition, certain terms included in the outcomes and indicators will need to be defined at the very beginning of the project so that it is possible to measure the change during and at the end of the project. Examples of such are “capacity”, “spread effect”, etc. Baseline information will be critical for both monitoring and evaluation of project progress and results.

[END OF SECTION I]

SECTION II – AWARD INFORMATION

The U.S. Diplomatic Mission in Brazil expects to award one cooperative agreement based on this NOFO. The anticipated total federal funding amount should not exceed US\$ 122,000.00. The period of performance is one year, with an anticipated start date of the first week of November 2020.

The U.S. government may issue one or more awards resulting from this NOFO to the responsible applicant(s) whose application(s) conforming to this NOFO are the most responsive to the objectives set forth in this NOFO. The U.S. government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The U.S. government may make award on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (but is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

[END OF SECTION II]

SECTION III – ELIGIBILITY INFORMATION

(1) Eligible Entities: Applicants who are eligible to apply are U.S. and overseas-based Non-Governmental Organizations (NGOs), , Educational Institutions and other qualified organizations who are able to respond to the NOFO and be able to mobilize in a short period of time.

To be eligible for a grant award, in addition to other conditions of this NOFO, organizations must have a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in any sub-awards issued under this grant award.

(2) U.S. Embassy Brasília-Brazil encourages applications from potential new partners.

[END OF SECTION III]

SECTION IV – APPLICATION AND SUBMISSION INSTRUCTIONS

U.S. Diplomatic Mission in Brazil urges prospective applicants to immediately confirm if their organization has a current Dun and Bradstreet (DUNS) number as well as a current System For Award Management (www.sam.gov).

Applicant organizations that do not have DUNS number, may obtain one at no cost by calling the toll-free DUNS request line at 1-866-705-5711 or visiting the D&B website at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>

NOTE: Organizations must obtain a DUNS number prior to completing the SAM.gov registry process.

Applicant organizations can obtain assistance for SAM.gov registration by using the following link: <https://www.fsd.gov> or calling 1-866-606-8220 (U.S. calls)/or 1-324-206-7828 (international calls).

NCAGE Code - Special Requirements for Non-U.S. Applicants

Non-U.S. organizations must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) Code from the appropriate source. Organizations may request an NCAGE code using the following link: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

TECHNICAL FORMAT REQUIREMENTS

For all application documents, please ensure:

- A) All pages are numbered, including budgets and attachments,
- B) All documents are formatted to 8 ½ x 11 paper, and
- C) All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

Complete applications must include the following for proposal submissions:

1. Completed and signed SF-424, SF-424a [and SF424b,] submitted to grants.gov, as well as, if applicable, your organization's most recent audit.
2. Table of Contents (not to exceed one [1] page in Microsoft Word) that includes a page-numbered contents page, including any attachments.
3. Executive Summary (not to exceed two [2] pages in Microsoft Word) that includes:
 - a) the target country(ies),
 - b) name and contact information for the project's main point of contact,
 - c) a statement of work or synopsis of the program, including a concise breakdown of the project's objectives, activities, and expected results,
 - d) the total amount of funding requested and program length, and
 - e) a brief statement on how the project is innovative, sustainable, and will have a demonstrated impact.

4. Proposal Narrative (not to exceed ten [10] pages in Microsoft Word). Please note the ten page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative or NICRA. Applicants are encouraged to submit multiple documents in a single Microsoft Word, (i.e., Table of Contents, Executive Summary, Proposal Narrative, and Budget Narrative in one file).

5. Budget Narrative (preferably in Excel) that includes an explanation and justification for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, U.S. Embassy Brasília-Brazil recommends applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification of the roles and responsibilities of key staff and percentage of time devoted to the project. The budget narrative should communicate to the Embassy any information that might not be readily apparent in the budget, not simply repeat with words what is stated numerically in the budget.

6. Detailed Line-Item Budget (preferably in Microsoft Excel) that includes three [3] columns including the request to the U.S. Embassy Brasília-Brazil, any cost sharing contribution, and total budget (see below for more information on budget format). A summary budget should also be included using the OMB approved budget categories (see SF-424 as a sample). Costs must be in U.S. dollars.

7. Attachments (not to exceed nine [9] pages total, preferably in Microsoft Word) that include the following in order:

a) Page 1-2: Monitoring and Evaluation Plan (see below for more information on this section).

b) Page 3: Roles and responsibilities of key program personnel with short bios that highlight relevant professional experience. This relates to the organization's capacity. Given the limited space, CVs are not recommended for submission.

c) Page 4: Timeline of the overall proposal. Components should include activities, evaluation efforts, and program closeout.

d) Page 5-7: Additional optional attachments. Attachments may include further timeline information, letters of support, memoranda of understanding (MOU)/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations or government agencies that support the program rather than the actual documentation.

8. If your organization has a negotiated indirect cost rate agreement (NICRA) and will include NICRA charges in the budget, your latest NICRA must be included as a .pdf file. This document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations, as described above. If your proposal involves subgrants to organizations charging indirect costs, please submit the applicable NICRA also as a .pdf file (see below for more information on indirect cost rates). Specify if your organization elects to charge the de minimis rate of 10% of the modified total direct costs.

Note: U.S. Embassy Brasília- Brazil retains the right to request additional documentation for those items not included on this form.

INFORMATION ON STANDARD FORMS

Please see Tab D for instructions for completion of Standard Forms 424, 424A, and 424B.

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Organizations should be familiar with 2 CFR 200 on cost accounting principles. For a copy of the OMB circular cited, please contact Government Publications or download from http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Overseas-based nonprofit organizations are legally required to comply with 2 CFR 200. Public international organizations retain their privileges and immunities as such, but are encouraged to address this OMB Circular.

AUDITS

The recipient's proposal should include the cost of an audit that:

- 1) Complies with the requirements of 2 CFR 200 Subpart F "Audit Requirements;"
- 2) Complies with the requirements of American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92-9, "Audits of Not-for-Profit Organizations Receiving Federal Awards;"
- 3) Complies with AICPA Codification of Statements on Auditing Standards AU Section 551, "Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents," where applicable. When the U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required;
- 4) A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200 subpart F.

The audit costs shall be identified by 2 CFR 200.425.

INDIRECT COST-RATE

An organization with a negotiated indirect cost rate agreement (NICRA) negotiated with a cognizant federal government agency other than the U.S. Department of State must include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Per 2 CFR 200.414, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in 2 CFR 200.403, factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Proposals should include the following components:

- Introduction and Problem Statement
- Planned Activities
- Indicators

Problem Statement and Rationale: Describe the problem and how the project will achieve or contribute to achieving a sustainable solution and a measurable outcome. The applicant should explain the extent of existing assistance within the particular geographic area, and how the proposed intervention may complement (or differ from) other similar interventions. The implementer should also explain, as necessary, the particular experience and qualifications they bring to the project. The rationale should also reflect understanding of the priorities and policies of the bureau/post or program with which this agreement is associated.

Planned Activities and Indicators: Describe the planned activities, and relevant stakeholders for implementation. The implementer should highlight key stakeholders and their expected role in the project, along with any contingencies. The implementer should list assumptions that are dependent on the ultimate success of the project. This could include elements like geographic location, coordination efforts with other international organizations, or political will from host governments, private sector, and NGOs. As appropriate, limited contingency possibilities should be included in the proposal, in case the initial planning assumptions are not met. Example of a planned activity and contingency:

Planned Activity	Contingency
<i>Energy efficiency workshops in collaboration with the government of Brazil and other representatives from the Latin America region, focused on raising awareness of energy efficiency standards.</i>	<i>If government of Brazil doesn't engage at the expected level, project team will look to other regional stakeholders, such as the OAS, to assist in convening key stakeholders.</i>

In the proposal, there should be a clearly defined link between each of the following elements as delineated:

▲ Problem Statement → Planned Activities/Inputs → Process Indicators → Output Indicators → Outcome Indicators → Impact

Process Indicators measure the activity that has been completed. Please delineate the specific activities to be conducted, such as workshops, roundtables, trainings, forums, exchanges, policy dialogues, etc. All indicators must include targets. Example of a process indicator:

Process Indicator	<i>50 women trained in energy efficiency standards</i>
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Output Indicators, otherwise known as deliverables associated with the agreement, should be included. Unlike process indicators, outputs are what is produced, and are often tangible. At this level, it is the measurement of ability, knowledge, skills, or access. All indicators must include targets. Example of an output indicator involving the same participants:

Output Indicator	<i>80 percent of participants demonstrate at least 75 percent cognizance of efficiency standards</i>
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Outcome Indicators measure the change in system or behavior or practice. Expected outcomes are the results that come from a series of activities that are necessary to achieve impact. All indicators must include targets. Example of an outcome indicator:

Outcome Indicator	<i>30 percent of efficiency standards being implemented in a participant's country as a result of participant's participation.</i>
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All indicators **must** include measurable, numerical targets, which should serve as the foundation for monitoring and evaluation efforts. Ultimately, proposed activities and achievement of indicator targets will lead to impact.

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TAB B: PROGRAM MONITORING AND EVALUATION PLAN

The U.S. Mission in Brazil will work with recipient organizations to implement the appropriate monitoring and evaluation plan that meets both the needs of the Embassy and the implementing partner. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program. Successful monitoring and evaluation depend on the following:

- Setting objectives that are specific, measurable, attainable, results-focused, and placed in a reasonable time frame (SMART);
- Linking project activities to stated objectives;
- Developing key performance indicators that measure realistic progress towards the objectives.

U.S. Mission in Brazil expects implementing organizations will track participants or partners as appropriate and be able to respond to key evaluation questions, including satisfaction with the program/training, information learned as a result of the program/training, changes in attitude and behavior as a result of the program, and effects of the program on institutions in which participants work or partner with. Applicants should include the monitoring and evaluation process in their timeline.

Recipients will be required to provide reports with an analysis and summary of their findings, both quantitative and qualitative, in their regular progress reports to the Embassy.

The monitoring and evaluation plan should include, at a minimum, the following elements:

- A results “Logic Model” planning document (see sample)
- Indicators, as described in Tab A, as well as details on how each indicator will be measured, frequency of the measurements, units of measure, etc. Provide indicators at the output and outcome levels. Monitoring and evaluation plans should include a chart component that clearly delineates indicators and targets. All indicators must include measurable, numerical targets.
- Establish, where possible, performance baseline data and expected performance targets for each indicator/outcome. In some cases, the baseline may be zero.
- Describe monitoring and evaluation tools, such as rapid assessment surveys, site visits, key stakeholder interviews, etc., that will be used.
- Plans should describe how the project’s impact and effectiveness will be monitored and evaluated throughout the project.

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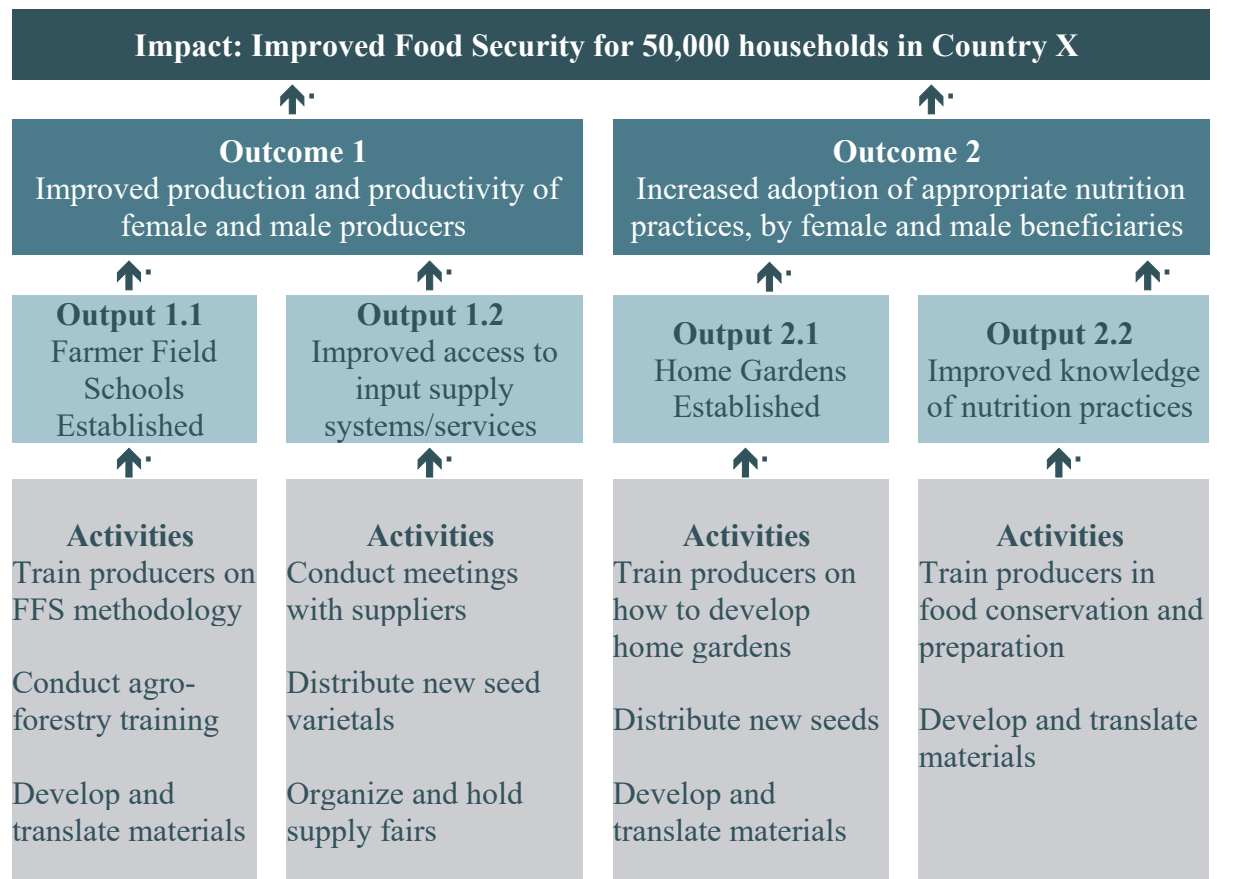
Sample Evaluation Plan

Activity: Training Course						
Indicator Type	Indicator Name	Source	Target FY16Q1	Results FY16Q1	Target FY16Q2	Results FY16Q2
Output	# of women trained in energy efficiency standards	training records	10	20		
Outcome	% of standards implemented in participant's host country as a result of participant's direct or indirect participation	embassy reporting				-+0
Activity: Government Roundtable						
Indicator Type	Indicator Name	Source	Target FY16Q1	Results FY16Q1	Target FY16Q2	Results FY16Q2
Output	xxx					
Outcome	yyy					

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Sample “Logic Model” Planning Tool

Note: Outcomes, outputs, and activities should include numerical, measurable targets. A Logic Model is a useful tool for planning, and utilized when designing monitoring and evaluation methodology and frameworks.



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TAB C: BUDGET GUIDELINES

Complete budgets will provide a detailed line-item budget outlining specific cost requirements for proposed activities. A minimum of three columns should be used to delineate the bureau funding request, cost-share by applicant, and total project funding. Complete applications will include a budget narrative to clarify and justify individual line-items (i.e. calculations of how the costs were derived per month or year, their necessity, and overall contribution to the program's cost-effectiveness).

The three-column proposal line item budget should include the following components, in the suggested format below:

		Embassy Request	Cost Share	Total
A. PERSONNEL				
a) Primarily Headquarters-Based Personnel				
-H.Q.-based project -dedicated staff salary (X months)	X% of \$X/yr			

-H.Q.-based administrative staff salary (X months)	X% of \$X/yr			
b) Primarily Field-Based Personnel				
-Field-based Country Director salary (x months or year)	X% of \$X/yr			
-Field-based Program Assistant salary (x months or year)	X% of \$X/yr			
Subtotal Personnel				
B. FRINGE BENEFITS				
a) Primarily H.Q.-Based Fringe Benefits	fringe=X% salary			
-H.Q.-based project -dedicated staff fringe (X months)	X% fringe			
-H.Q.-based administrative staff fringe(X months)	X% fringe			
b) Primarily Field-Based Fringe Benefits	fringe=X% salary			
-Field-based Country Director fringe (x months or year)	X% fringe			
-Field-based Program Assistant fringe (x months or year)	X% fringe			
Subtotal Fringe Benefits				
C. TRAVEL				
a) Monitoring Travel				
-Monitoring Trip: H.Q. to field (X)	\$X/RT flight			
-Per diem (X days)	\$X/day			
b) Field Travel				
<u>Activity 1: Workshop</u>				
-Staff Travel (# staff)	\$X/RT flight/# staff			
-Staff Per Diem (X days)	\$X/day/# day/# staff			
-Participant Travel (# participants)	\$X/trip/# pax			
-Participant Per Diem (X days)	\$X/day/# day/# pax			
<u>Activity 2: Town Hall Meeting</u>				
-Staff Travel (# staff)	\$X/RT flight/# staff			
-Staff Per Diem (X days)	\$X/day/# day/# staff			
-Participant Travel (# participants)	\$X/trip/# pax			
-Participant Per Diem (X days)	\$X/day/# day/# pax			
Subtotal Travel				
D. EQUIPMENT				
a) Primarily H.Q.-Based Equipment (if applicable)				
-H.Q.-equipment (if applicable)	\$X/unit			
d) Primarily Field-Based Equipment				
-Field-equipment	\$X/unit			
Subtotal Equipment				
E. SUPPLIES				
a) Primarily H.Q.-Based Supplies (if applicable)				
-Printing and Photocopying (X months)	X% of \$X/yr			
b) Primarily Field-Based Supplies				
-Markers and dry erase board	\$X/set			

-Office Supplies (X months)	X% of \$X/yr			
Subtotal Supplies				
F. CONTRACTUAL				
a) Subgrants				
-Local Subgrantees (X subgrants)	\$X/unit			
b) Consultant Fees				
-Media Specialist/Honoraria (X days/hours)	\$X/consult			
-Independent M & E specialist	\$X/unit			
-Translation Fees (X pages)	\$X/page			
Subtotal Contractual				
G. CONSTRUCTION	N/A			
H. OTHER				
a) Other Direct Costs				
-Field Office Rent (X months)	X% of \$X/mo			
Subtotal Other				
I. TOTAL DIRECT CHARGES (Sum of A-H Subtotals)				
J. INDIRECT CHARGES				
a) Indirect Costs/NICRA (X% of costs)				
Subtotal Indirect Charges				
K. TOTAL COSTS (Sum I-J)				

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities. (pax = participants)

Before grants are awarded, the Embassy reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the Embassy's program and availability of funds.

As mentioned above, the detailed budget should also include an accompanying budget notes document that explains and justifies each line item, in the suggested format below:

LINE-ITEM BUDGET –

A. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$).

B. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

C. Travel - Staff and any participant travel:

- 1) international airfare
- 2) in-country travel
- 3) domestic travel in Country X., if any
- 4) per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.policyworks.gov/>. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates.
- 5) staff refers to grantee staff only, and not sub-grantee staff or contractors

D. Equipment – please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

E. Supplies - list items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months).

F. Contractual –

a) Subgrants. For each subgrant/contract please provide a detailed line-item budget breakdown explaining specific services. Please provide a subgrant budget using the approved OMB budget format. (See Tab C: Budget Guidelines, above.)

b) Consultant Fees. For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$150/day x 2 days).

G. Other - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative. All costs must be allowable, allocable, and reasonable, and consistent with OMB guidelines. Line items such as “Miscellaneous,” “Contingency Fund,” and “Reserve Fund” are not permitted.

H. Indirect Charges - See 2 CFR 200.414 , "Indirect Costs"

1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. Please specify if your organization elects to charge the de minimis rate of 10% of the modified total direct costs. This does not count against submission page limitations.

2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.

3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

Cost Share/Cost-Effectiveness – Cost sharing is not required. Explanation of contributions should be included, whether cash or in-kind. Assign a monetary value in U.S. dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources. In addition, it is recommended that budget narratives address the overall cost-

effectiveness of the proposal, including leveraging of institutional or other resources. Cost sharing or matching refers to a portion of project or program cost that is not borne by the Federal Government. Grantees must follow cost sharing or matching policy as stipulated in 2 CFR 200.306. Cost sharing amounts proposed will be incorporated as part of the allowable budget items. If selected for an award, your organization will have to provide the minimum amount of cost sharing as stipulated in the budget approved by the Grants Officer. If your organization does not meet its cost share amount stipulated in the approved budget by the end of the period of performance the Embassy will have the option to (1) reduce its contribution in proportion to your organization's contribution in the event that you do not provide the minimum amount of cost sharing stipulated in the budget or (2) hold your organization accountable for the amount specified in the approved budget.

BUDGET CONDITIONS AND RESTRICTIONS:

The Embassy does not pay for the following:

- Publication of materials for distribution within the U.S.;
- Administration of a project that will make a profit;
- Expenses incurred before or after the specified dates of award period of performance (unless prior written approval received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Alcoholic beverages;
- Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency;
- Land;
- Construction.

The Embassy may make conditions and recommendations on proposals to enhance proposed programs. Conditions and recommendations are to be addressed by the applicant before approval of the award. To ensure effective use of U.S. Embassy Brasília-Brazil funds, conditions or recommendations may include requests to increase, decrease, clarify and/or justify costs.

Page Break

TAB D: GUIDELINES FOR STANDARD FORMS

SF-424 – Complete all fields except fields noted as “Leave Blank” below.

1. Type of Submission: Application
2. Type of Application: New
3. Date Received: Leave blank. This will automatically be assigned
4. Applicant Identifier: Leave blank

- 5a. Federal Entity Identifier: Leave blank
5b. Federal Award Identifier: Leave blank
6. Date Received by State: Leave blank. This will automatically be assigned
7. State Application Identified: Leave blank. This will automatically be assigned
8a. Enter the legal name of the applicant organization.
8b. Employer/Taxpayer ID Number: N/A.
8c. Organizational DUNS: Organizations can request a DUNS number at
<http://fedgov.dnb.com/webform>
8d. Enter the full address of the applicant
8e. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable
8f. Enter the name, title, organization, and contact information of person to be contacted on matters involving this application
9. Select an applicant type (type of organization)
10. Enter: U.S. Embassy Brasília-Brazil
11. Enter: N/A
12. Enter the Funding Opportunity Number and title. This number will already be entered on electronic applications.
13. Enter the Competition Identification Number and title. This number will already be entered on electronic applications.
14. Areas Affected by Project: List the country or countries where project activities will take place in alphabetical order.
15. Enter the title of the proposed project (if necessary, delete pre-printed wording)
16a. Enter congressional district of Applicant.
16b. Enter: 00
Program: Leave blank
17. Enter a start date of September 9, 2017 and a projected end date September 9, 2018
18. Enter the amount requested for the project under “Federal”
(18a); enter any cost-share under “Applicant” (18b).
19. Enter “c”
20. Select the appropriate box. If you answer “yes” to this question you will be required to provide an explanation.
21. Enter the name, title, and contact information of the individual authorized to sign for the application.

SF-424A – Please review the detailed instructions below BEFORE completing this form online

Section A - Budget Summary - Complete Row 1

- 1a. Enter: CARSI Program (This is the only grant program that needs to be entered)
1b. Enter: N/A
1c-d. Leave these fields blank
1e. Enter the amount of federal funds you are requesting for this project
1f. Enter the amount of any other funds you will receive towards this project
1g. Enter the total cost of this project

Rows 2, 3, and 4 should be left blank.

Section B - Budget Categories – Enter total project costs in each category in Column 1 as described below. In Column 5, the form should automatically show the sum. Columns 2, 3, and 4 should be left blank.

6a-h. Enter the amount for each object class category (Include cost share).

6i. Enter the sum of 6a-6h

6j. Enter any indirect charges

6k. Enter the sum of 6i and 6j

7. Enter any program income that will be earned as a result of the project. If there is none leave this section blank.

Section C - Non-Federal Resources (Only complete this section if your project includes an applicant cost share or funds from other sources-cost share is not required)

8a. Under Grant Program enter: U.S. Embassy XX

8b. Enter your cost share amount

8c. Enter the amount of any other funding sources for this project

8d. Leave blank

8e. Enter the total amount for all non-federal resources (the form should automatically show this sum)

Rows 9, 10, and 11 should be left blank.

Section D - Forecasted Cash Needs

13. In the first column enter the amount of federal funds you expect to expend in the project's first year. Forecasted cash needs by quarter are not required.

14. In the first column enter the amount of non-federal funds you expect to expend in the project's first year. Forecasted cash needs by quarter are not required.

15. In the first column enter the sum of 13 and 14 (the form should automatically show this sum). Forecasted cash needs by quarter are not required.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

16a. Under Grant Program enter: CARSI Program

16b. Enter the amount of federal funds you expect to expend in year two of the project.

16c. Enter the amount of federal funds you expect to expend in year three of the project.

16d. and 16e. Leave blank

Rows 17, 18, 19 should be left blank.

20. Enter the total amount for each year (The form should automatically show this sum.)

Section F - Other Budget Information

21. Enter: Direct Charges – **Leave Blank**

22. Enter: Indirect Charges – If Indirect Charges are shown in Section B 6, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed)

23. Enter any comments

[END OF SECTION IV]

SECTION V – APPLICATION REVIEW INFORMATION

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Applicants shall organize the narrative sections of their technical applications in the same order as the selection criteria. Technical evaluation of applications will be based on the extent and appropriateness of proposed approaches and feasibility of achieving the strategic objectives, in accordance with the following criteria.

If award is not made on the initial applications, U.S. Embassy Brasília-Brazil may request clarification and supplemental materials from applicants whose applications have a reasonable chance of being selected for award. The entry into discussion is to be viewed as part of the evaluation process and shall not be deemed by the U.S. Embassy Brasília-Brazil or the applicants as indicative of a decision or commitment upon the part of the U.S. Embassy Brasília-Brazil to make an award to the applicants with whom discussions are being held.

I. TECHNICAL EVALUATION CRITERIA

A technical evaluation committee, using the criteria shown in this Section, will evaluate the technical applications. The various functional elements of the technical criteria are assigned weighted scores, so that the applicants will know which areas require emphasis in the preparation of applications.

Where technical applications are considered essentially equal, cost may be the determining factor. Applicants should note that these criteria serve as the standard against which all applications will be evaluated and serve to identify the significant matters which applicants should address in their applications.

The relative importance of each criterion is indicated by the number of points assigned. A total of 100 points is possible.

Quality of Project Idea Rating (Total Possible 25) – Rating:

- Responsive to the solicitation and appropriate in the country context (10 points)
- Direct connection established between proposed activities and improving future career path options for at-risk youth (8)
- Exhibits originality, prioritizes innovation, but is feasible (7)

Project Planning/Ability to Achieve Objectives Rating (Total Possible 25) – Rating:

- Includes a clear articulation of how the proposed project activities contribute to the overall project objectives (8)
- Each activity is clearly developed and detailed. Objectives are clear, specific, attainable, measurable results-focused and placed in a reasonable time frame (8)
- Provides a comprehensive quarterly work plan for project activities (3)

- Describes the division of labor among the direct applicant, any partners and any potential sub-grantees and addresses how the project will engage or obtain support from relevant stakeholders and identifies local partners where appropriate (3)
- Includes contingency plans for potential difficulties in executing the original work plan (3)

Cost Effectiveness (Total Possible 15) - Rating:

- The overhead and administration of the proposal, including salaries and honoraria, are explained and justified for the work involved (5)
- All budget items are necessary, appropriate and linked to project objectives (5)
- Personnel costs are reasonable for the work involved (5)
- NOTE: Cost share is not required. Applicants may offer cost share, however cost share will not be considered or factored in when proposals are reviewed.

Project Monitoring and Evaluation (Total Possible 15) - Rating:

- The Monitoring and Evaluation (M&E) Plan includes:
- Narrative explaining how monitoring and evaluation will be carried out and who will be responsible for monitoring and evaluation activities (8)
- Table listing by project objectives the output- and outcome-based performance indicators with baselines and (yearly and cumulative) targets; data collection tools; data sources; types of data disaggregation, if applicable; and frequency of monitoring and evaluation (7)

Multiplier Effect/Sustainability of Impact Rating (Total Possible 10) - Rating:

- Clearly delineates how elements of the project will have a multiplier effect (5)
- Clearly delineates how impact will be sustainable beyond the life of the grant (5)

Institution's Record and Capacity Rating (Total Possible 10) - Rating:

- Personnel and institutional resources are adequate and appropriate to achieve the project's objectives (5)
 - Applicant is a current/past Department of State grantee with a strong track record (5)
- OR
- The proposal is from a NEW APPLICANT and institution:
 - demonstrates capacity for responsible fiscal management
 - illustrates success in similar sized projects

COST EVALUATION

Cost will be evaluated for realism, reasonableness, allowability, allocability, and cost effectiveness. The pre-award evaluation of cost effectiveness will include an examination of the application's budget detail to ensure it is a realistic financial expression of the proposed project and does not contain estimated costs which may be unallocable, unreasonable, or unallowable. Applications that have more efficient operational systems that reduce operation costs will be favorably considered.

Applications that maximize direct activity costs including cost sharing and that minimize administrative costs are encouraged. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured by a responsibility determination.

[END OF SECTION V]

Page Break

SECTION VI – AGENCY CONTACTS

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the deadline for questions specified in the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment of this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

Any questions or comments concerning this NOFO must be submitted in writing by email to brazilgrants@state.gov by the deadline for questions indicated at the top of this NOFO's cover letter.

[END OF SECTION VI]